



State of Louisiana

Division of Administration
Office of State Uniform Payroll

OSUP's Notice of Intent for Changes to Statewide Vendor Application Process, Enhancement Timeline, Policy Change Timeline, & Technical Name Changes for the New Payroll System

- The current payroll deduction rule outlines the timeline for statewide vendors to submit annual application packets for continued payroll deduction, and new application packets for new or additional payroll deduction slots.
- The Office of Group Benefits has modified their Flexible Benefits Plan year to be a calendar year basis (January 1 – December 31) instead of a fiscal year basis (July 1 – June 30), effective January 1, 2012. Annual Enrollment will be held in October beginning in 2011, due to the plan year changing. Some of the products offered by Statewide Vendors are included in the OGB Flexible Benefits Plan, so changes were needed to coincide with the new plan year.
- OSUP is issuing the attached Notice of Intent to the Payroll Deduction Rule (LAC Title 4, Part III, Chapter 1) to change the timeline for Statewide Vendors to request and implement policy changes (eg. rate increases) and enhancements to existing products, as well as, the timeline for the application process. It also includes the technical name changes that were made to refer to the new statewide payroll system (LaGov HCM, formerly referred to as ISIS HR). The Notice of Intent will be published in the September 20, 2011 edition of the Louisiana Register.
- The annual applications and new request timeline below will go into effect July 1, 2012. OSUP will not be accepting any new vendor, product, or policy requests for the December 1, 2011 deadline, so all requests that are received up to July 1, 2012 will be included in the 2013 review.
- The enhancement timeline below will go into effect April 1, 2012. The last deadline for 2011 will be November 1, 2011, with an effective date of February 1, 2012. After the November 1st deadline, the new timeline will take effect.
- The policy change timeline below will go into effect July 1, 2012. The last deadline for 2011 will be December 1, 2011, with an effective date of July 1, 2012. After the December 1st deadline, the new timeline will take effect.

Timeline for Annual Applications & New Requests, received prior to July 1, current year

- On or before August 1, current year - Applications and instructions will be mailed to all currently approved vendors and any vendors who sent letters prior to July 1, current year.

- August 1, current year - August 31, current year - Vendors can submit completed applications to the Office of State Uniform Payroll (OSUP). {106.D}
- September 1, current year - April 1, next year - Employee Payroll Benefits Committee (EPBC) shall review applications. {106.F}
- April 1, next year or sooner - Employee Payroll Benefits Committee shall issue an opinion of the results of the annual review along with recommended actions to the Commissioner of Administration. {106.G and 106.H}
- May 1, next year or sooner - Commissioner of Administration shall advise OSUP whether EPBC recommendations relative to products and new applications have been accepted or denied. {106.I}
- May 1, next year - May 31, next year - OSUP shall notify all applicants whether requests were approved or denied and notify LaGov HCM paid user agencies and other departments/agencies of authorized deductions. {106.J.1 and 106.J.3}
- July 1, next year - Deduction authorization for new products will be established and continue in upcoming plan year. Eligible products may become part of the flexible benefits plan in January 2nd year.

Timeline for Enhancements to Approved Products

- Requests for enhancements to existing vendor products, policies or service plans must be submitted to OSUP for review and approval by April 1 and October 1 annually.
- Enhancements to policies occur when:
 - a) a vendor requests to broaden an existing, solicited policy's benefit coverage;
 - b) a vendor requests the existing, solicited policy to be replaced by the enhanced policy;
 - c) the vendor stops soliciting the existing policy;
 - d) current policyholders may choose to keep the existing policy or convert to the enhanced policy; and
 - e) new policyholders must purchase the enhanced policy.
- OSUP and the EPBC will review the request and notify the vendor of approval or denial by June 1 and December 1 annually.
 - a) If approved, OSUP will include the procedures for implementing the enhancement in the approval notification for July 1 and January 1 annually.
 - b) If denied, OSUP will add the vendor to the file of vendors for new applications. (See Sec 106 for new application process).

Timeline for Changes to Approved Products

- The deadline for policy changes to be submitted to OSUP is July 1 annually.
- Changes, including but not limited to, rate changes, co-payment changes and Reduction in benefits occur when:
 - a) a vendor requests an existing, solicited policy to be changed;
 - b) current policyholders must choose to either accept the changed policy or terminate the policy; and
 - c) new policyholders must purchase the changed policy.
- OSUP will notify the vendor by September 30 of the acceptance and procedures for implementing the policy change for January 1.